



## OPEN POSITION ANNOUNCEMENT DGS PROJECT COORDINATOR

### State of Tennessee Real Estate and Asset Management

#### Job Location

WRS Tennessee Tower  
312 Rosa L. Parks Ave.  
24<sup>th</sup> Floor  
Nashville, TN 37243

Applications will be  
accepted until the  
position is filled.

Interested candidates  
should submit resume  
and letter of interest to

[DGSHR.SERVICES@tn.gov](mailto:DGSHR.SERVICES@tn.gov)

**Job Class Status:**  
Executive

[www.tn.gov/generalservices/](http://www.tn.gov/generalservices/)

The Tennessee Department of General Services is seeking applications for a Project Coordinator position in the Real Estate Asset Management (STREAM) Division. The ideal candidate will possess an Associate's Degree or at least two years of college education and at least two years of experience as a project coordinator or in a construction related environment.

#### Primary Responsibilities of Position:

- Coordinates with the project team involved in the design and project management of Capital Projects.
- Assists with communication both internal and external regarding concerns that affect the progress of a construction project and at the direction of the Project Manager or Sr. Project Manager.
- Creates and maintains project management files.
- Coordinates with external parties as directed by the Project Manager or Sr. Project Manager regarding details of the project or in the collection of information required by the State.
- Coordinates with project personnel in order to ensure that project deadlines are met.
- Assists in the processing of pay applications as required.
- Responds to the inquiries of the team members of the project.
- Reviews and files field inspection reports throughout the life cycle of a project.
- Functions as a liaison between clients, contractors, and consultants as directed by the Project Manager or Sr. Project Manager.
- Receives, logs, and forwards (for review) shop drawings, submittals, pay applications, and other related project management documents.
- Assists in the maintenance and update of accounting and project reports.
- Maintain project tracking logs as required.